



2023 Resource Calendar For Alcohol Retailers

Division of Licensure, Regulation and Education
Montgomery County, Maryland



ALERT TRAINING

Alcohol Law Education and Regulatory Training (ALERT) is a free training designed to educate Montgomery County servers, sellers, management, and owners on alcohol beverage regulatory compliance. Learn how to develop responsible alcohol policies, review issues identified by enforcement agencies, and have an opportunity to network with peers and County officials.

Offered 2nd and 4th Monday of every month from 10 a.m. to 12 p.m.—if training falls on a holiday, the class is scheduled for the next business day. Check online for details. ALERT is also offered in Spanish throughout the year.

SCAN TO
REGISTER >



Or visit: [MontgomeryCountyMD.gov/ABS/education/training](https://montgomerycountymd.gov/ABS/education/training)

JAN 2023

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Su	Mo	Tu	We	Th	Fr	Sa
1 New Year's Day	2 County Offices Closed	3	4	5  Board of License Commissioners Hearing	6	7
8	9  ALERT Training	10	11  ALERT Training in Spanish	12	13	14
15	16 MLK Jr. Day County Offices Closed BWL Licenses - 3:00 a.m. extended hours Sun. into Mon.	17	18	19  Board of License Commissioners Hearing	20	21
22	23  ALERT Training	24	25	26	27	28
29	30	31	1	2	3	4

LICENSE RENEWALS

Alcoholic Beverages License Renewal Process:

- February 1 - March 31, 2023 - Submit renewal application
- April 17-30, 2023 - Pay and print your license
- May 1, 2023 - Post your 2023 license

How to apply?

Renewal applications can be submitted online at:
MontgomeryCountyMD.gov/ABS/licensure/license

SCAN TO
RENEW



Questions? ABSLicensing@MontgomeryCountyMD.gov
240-777-1999



FEB 2023

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Su	Mo	Tu	We	Th	Fr	Sa
29	30	31	1  First day to submit alcohol license renewal application	2  Board of License Commissioners Hearing	3	4
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12	13  ALERT Training	14 Valentine's Day	15	16  Board of License Commissioners Hearing	17	18
19	20 Presidents' Day County Offices Closed  BWL Licenses - 3:00 a.m. extended hours Sun. into Mon.	21	22	23	24	25
26	27  ALERT Training	28	1	2	3	4

A photograph of a hand raised in a 'stop' gesture, palm facing forward, over a dark bar counter. A black bottle cap lies on the counter in the foreground. The background is a blurred bar scene with warm lighting and various bottles.

ALCOHOL SERVICE REFUSAL TIPS

At some point you or your employees will have to stop serving alcohol to an intoxicated customer. Here are some helpful Do's and Don'ts:

Do's of service refusal

- ✓ Keep track of the number and types of drinks you are serving customers.
- ✓ Speak with your manager and security staff before approaching an intoxicated customer.
- ✓ Confidently but politely inform the customer that you can no longer serve them alcohol.
- ✓ Ask them if they would like a non-alcoholic beverage instead.
- ✓ Offer to call a friend or taxi to get them home.
Call the police if an intoxicated person drives away.
- ✓ Make sure that they leave the premises safely and that they do not loiter outside.

Don'ts of service refusal

- ✗ Don't insult the patron by calling them a "drunk." Instead, politely inform them that their actions are unacceptable.
- ✗ After you've said they've had enough, don't be persuaded to give them "one last drink".
- ✗ Don't get riled up. If they raise their voice, lower yours.
- ✗ Don't procrastinate refusal of service, hoping that the customer will go away after the next drink; act while you still can persuade them.

MAR 2023

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Su	Mo	Tu	We	Th	Fr	Sa
26	27	28	1	2  Board of License Commissioners Hearing	3	4
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12 Daylight Savings (BWL loses an hour)	13  ALERT Training	14	15	16  Board of License Commissioners Hearing	17 St. Patrick's Day	18
19	20	21	22	23	24	25
26	27  ALERT Training	28	29	30	31  Last day to submit alcohol license renewal application	1

ALCOHOL AWARENESS MONTH

April marks National Alcohol Awareness Month. Since alcohol is widely available and plays a central role in many American gatherings, it's important to raise awareness about risky behaviors like binge drinking and drunk driving.

How can you help?

- Adopt responsible service practices at your business.
- Promote your establishments as a safe and enjoyable gathering place and avoid promotions that encourage excessive consumption.
- Do not serve or provide alcohol to anyone who should not be drinking.
- Always ask for ID! Vertical IDs are issued to under-21 individuals, and you should always stop, check again, and ask questions.
- Donate to organizations that promote awareness on the dangers of alcohol misuse.

SCAN FOR MORE
INFORMATION



Questions? Visit the National Council on Alcoholism
and Drug Dependence of Maryland at: ncaddmaryland.org



APR 2023

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9 Easter	10  ALERT Training	11	12	13  Board of License Commissioners Hearing	14	15
16	17  First day to pay for your 2023 alcohol license	18	19	20	21	22
23	24  ALERT Training	25	26	27	28	29
30  Last day to get alcohol license <small>(2022 license expires at midnight)</small>	1	2	3	4	5	6



YOUR LICENSE

Your alcohol license provides valuable information that includes:

Type of License

Hours of Alcohol Sales

Special Permits (*at bottom of license*)

Catering Privilege

Sampling

Wine Corkage

Refillable Containers

Outdoor Café

Spirits for Cooking

Retail Delivery

Make sure to display your license in the frame under glass, where the public can see and read it.

**Questions? MontgomeryCountyMD.gov/abs
240-777-1999**



MAY 2023

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Su	Mo	Tu	We	Th	Fr	Sa
30	1  2023 alcohol license must be printed and displayed	2	3	4  Board of License Commissioners Hearing	5 Cinco de Mayo	6
7	8  ALERT Training	9	10	11	12	13
14 Mother's Day	15	16	17	18  Board of License Commissioners Hearing	19	20
21	22  ALERT Training	23	24	25	26	27
28	29 Memorial Day County Offices Closed BWL Licenses - 3:00 a.m. extended hours Sun. into Mon.	30	31	1	2	3

OUTDOOR CAFES & TEMPORARY MODIFICATIONS

With the weather warming up, are you looking into expanding your alcohol service outdoors? You can apply to serve alcoholic beverages in an outdoor area under these requirements:

- Landlord must approve outdoor café
- Designated café area must be:
 - Adjacent to the licensed premises
 - Have a barrier of a least 36 inches high
 - In a non-public right of way

Need to modify your business temporarily?

Apply for a Temporary Business Modification permit to change outdoor cafe area or make other changes for social distancing.

**SCAN TO
APPLY**



**Questions? [MontgomeryCountyMD.gov/abs](https://montgomerycountymd.gov/abs)
240-777-1999**



JUN 2023

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Su	Mo	Tu	We	Th	Fr	Sa
28	29	30	31	1  Board of License Commissioners Hearing	2	3
4	5	6	7	8	9	10
11	12  ALERT Training	13	14	15  Board of License Commissioners Hearing	16	17
18 Father's Day	19 Juneteenth County Offices Closed	20	21	22	23	24
BWL Licenses - 3:00 a.m. extended hours Sun. into Mon.						
25	26  ALERT Training	27	28	29	30	1

TOP ALCOHOL VIOLATIONS

These are the most common alcohol violations by license holders in Montgomery County.

NO ALCOHOL AWARENESS CERTIFIED PERSON ON-SITE	EMPLOYEE RECORDS & INVOICES NOT READILY AVAILABLE	FAILURE TO POST LICENSE PROPERLY	REUSING OR REFILLING ALCOHOL BOTTLES & CONTAINERS	ALTERING CONTENTS OF AN ALCOHOLIC BOTTLE OR CONTAINER
An accredited person must be in the licensed establishment during the hours of alcohol sales.	Employee records & alcohol purchase invoices must be maintained on site and readily accessible for inspection.	License must be in a frame, under glass, and where the public can see it and read it.	All empty alcohol bottles or containers should be recycled or discarded properly.	License holders or their staff can't adulterate, fortify or dilute the alcohol contents of a manufacturer's bottle or container.
				






JUL 2023

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2	3	4 Independence Day County Offices Closed	5  ALERT Training in Spanish	6  Board of License Commissioners Hearing	7	8
9	10  ALERT Training	11	12	13	14	15
16	17	18	19	20  Board of License Commissioners Hearing	21	22
23	24  ALERT Training	25	26	27	28	29
30	31	1	2	3	4	5

ROUTINE INSPECTION CHECKLIST

The alcoholic beverage enforcement program conducts inspections of licensed facilities to ensure compliance with state and county laws, rules, and regulations.

When conducting a routine inspection, our enforcement teams will look for:

- ✓ Alcohol license framed and posted where the public can read it.
- ✓ State approved Alcohol Awareness certified person on the licensed premises during all hours in which alcoholic beverages are sold.
- ✓ Employee records available on premises and maintained for one (1) year after an employee is no longer employed.
- ✓ Beer, wine, and liquor invoices available on premises and maintained for two (2) years.
- ✓ No bottle refills, product adulteration, or premixes older than 5 days.



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30	31	1	2	3  Board of License Commissioners Hearing	4	5
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13	14  ALERT Training	15	16	17  Board of License Commissioners Hearing	18	19
20	21	22	23	24	25	26
27	28  ALERT Training	29	30	31	1	2



STAY CONNECTED

The ABS Communication Center is here for you!

- Taking product orders
- Answering inquiries on order status and product availability
- Connecting you with ABS experts to answer your questions

To order alcohol from ABS:

- Visit: MontgomeryCountyMD.gov/ABS/istore
- Call: 240-777-1900
- Email: ABS.CommunicationCenter@MontgomeryCountyMD.gov
- Hours: 8:00 a.m. - 4:30 p.m. Monday - Friday

Did you know that our retail stores are an extension of our warehouse?

So next time you need a bottle and not a full case, visit one of our ABS retail stores. Our employees will be happy to help!

Questions?

**ABS.CommunicationCenter@MontgomeryCountyMD.gov
240-777-1900**



SEP 2023

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27	28	29	30	31	1	2
3	4 Labor Day County Offices Closed BWL Licenses - 3:00 a.m. extended hours Sun. into Mon.	5	6	7 Board of License Commissioners Hearing	8	9
10	11 ALERT Training	12	13	14	15	16
17	18	19	20	21 Board of License Commissioners Hearing	22	23
24	25 ALERT Training	26	27	28	29	30

iSTORE

Need to order from ABS? We make it easy for you through our iStore:

- Check product inventory.
- Receive emails detailing any open or outstanding orders.
- Track invoices, payments, and returns.
- Save previous orders and cancel orders.
- Order products anytime, anywhere!

How to Set Up?

- Call: 240-777-1901
- Email: ABSiStoreHelp@MontgomeryCountyMD.gov
- Visit: MontgomeryCountyMD.gov/ABS/istore

SCAN FOR MORE
INFORMATION



Questions? MontgomeryCountyMD.gov/abs
240-777-1999



OCT 2023

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Su	Mo	Tu	We	Th	Fr	Sa
1	2	3	4  ALERT Training in Spanish	5  Board of License Commissioners Hearing	6	7
8	9 Indigenous People's Day	10  ALERT Training	11	12	13	14
BWL Licenses - 3:00 a.m. extended hours Sun. into Mon.						
15	16	17	18	19  Board of License Commissioners Hearing	20	21
22	23  ALERT Training	24	25	26	27	28
29	30	31 Halloween	1	2	3	4



RESPONSIBLE ALCOHOL SERVICE

Set up your business for success with these responsible service practices:

- Have step-by-step instructions on what a server should do if a patron becomes intoxicated.
- Refuse service to anyone who is intoxicated—it is illegal to sell or serve alcohol to an intoxicated individual.
 - Don't serve drinks ordered for someone who is not present.
 - Encourage food sales and place a glass of water down to accompany the alcoholic drink.
 - Avoid promotions that encourage excessive consumption.
 - Do not allow staff to consume alcohol while working.

Looking for more tips?

Follow us on:

f facebook.com/MoCoRASP

🐦 [@MoCorasp](https://twitter.com/MoCorasp)

📷 [@mocorasp](https://instagram.com/mocorasp)

NOV 2023

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Su	Mo	Tu	We	Th	Fr	Sa
29	30	31	1	2  Board of License Commissioners Hearing	3	4
5 Return to Standard Time <i>Set back clocks one hour *BWL and BW on premises gain 1-hour sales</i>	6	7	8	9	10 County Offices Closed	11 Veterans Day
12	13  ALERT Training	14	15	16  Board of License Commissioners Hearing	17	18
19	20	21	22 ! REMINDER <i>High risk night. Highest rate of youth drinking today. Check IDs!</i>	23 Thanksgiving Day County Offices Closed	24	25
26	27  ALERT Training	28	29	30	1	2



KEEPING IT SAFE

Keeping our community safe is everyone's responsibility! Approximately one-third of all traffic crash fatalities in the United States involve drunk drivers. Offer your customers safe alternatives to get home.

Uber/Lyft:

- Visit [Uber.com](https://www.uber.com) or [Lyft.com](https://www.lyft.com)
- Call a car to pick you up anytime
- Offers a ride from the free app

RideOn Bus:

Use [RideOnRealtime.com](https://www.rideonrealtime.com) to display bus locations and estimated arrival times for next 5 buses.

Metro:

Use [metroopensdoors.com](https://www.metroopensdoors.com) for fare information and schedules.

Taxi Companies: *(Licensed to operate in Montgomery County)*

- AnyTime Taxi – (301) 637-9292
- Action Taxi – (301) 840-1000
- Regency Taxi – (301) 990-9000

SoberRide:

- Operates on high-risk holidays
- To receive a free ride home (up to a certain maximum patrons over 21 can visit [soberride.com](https://www.soberride.com)).



DEC 2023

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3	4	5	6	7  Board of License Commissioners Hearing	8	9
10	11  ALERT Training	12	13	14	15	16
17	18	19	20	21  Board of License Commissioners Hearing	22	23
24	25 Christmas Day County Offices Closed	26	27	28	29	30
31 New Year's Eve	1	2	3	4	5	6



REQUIREMENTS FOR PREMIXES & INFUSIONS

The Board of License Commissioners has recently updated its requirements for premixes and infusions:

- Premixes and infusions can be stored for more than **five days**.
- Containers must **not be larger than 5 gallons (20 liters)**.
- Containers **must be labeled** with the name of the premixed drink or infusion, the date prepared, the brand and amount of spirits used, and the expiration date.

The Board of License Commissioners also recently updated the definition of food items required for sale during the hours of alcohol service. These are some examples of acceptable and unacceptable food items:

IS IT FOOD OR A SNACK?

Acceptable

Soups
Salads
Sandwiches
Appetizers
Main dishes

Unacceptable

Nuts
Popcorn
Chips
Cookies, crackers, and pretzels
Breadsticks and pastries
Protein bars
Jerky

Questions? ABSLicensing@MontgomeryCountyMD.gov
240-777-1999



JAN 2024

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Su	Mo	Tu	We	Th	Fr	Sa
31 New Year's Eve	1 New Year's Day County Offices Closed	2	3	4  Board of License Commissioners Hearing	5	6
7	8  ALERT Training	9	10  ALERT Training in Spanish	11	12	13
14	15 MLK Jr. Day County Offices Closed BWL Licenses - 3:00 a.m. extended hours Sun. into Mon.	16	17	18  Board of License Commissioners Hearing	19	20
21	22  ALERT Training	23	24	25	26	27
28	29	30	31	1	2	3

Locations

Aspen Hill

13661-13665 Connecticut Avenue, Silver Spring, MD 20906

Burtonsville

15620 Old Columbia Pike, Burtonsville, MD 20866

Cabin John

7913 Tuckerman Lane Potomac, MD 20854

Clarksburg Village

12051 Chestnut Branch Way Suite C-1, Clarksburg, MD 20871

Cloverly

723 Cloverly Avenue, Silver Spring, MD 20905

Darnestown

12155 Darnestown Road, Gaithersburg, MD 20878

Downtown Rockville

300 N Washington Street, Rockville, MD 20850

Fallsgrove

14937E Shady Grove Road, Rockville, MD 20850

Flower

8706-B Flower Avenue, Silver Spring, MD 20901

Goshen Crossing

20004-2008 Goshen Road, Gaithersburg, MD 20879

Hampden Lane

4920 Hampden Lane, Bethesda, MD 20814

Kensington

3733 University Boulevard, Kensington, MD 20895

King Farm

302 King Farm Boulevard Suite 120, Rockville, MD 20878

Kingsview

18323 Leaman Farm Road, Germantown, MD 20874

Leisure World

3824-26 International Drive, Silver Spring, MD 20906

Montrose

12015-B Rockville Pike, Rockville, MD 20852

Muddy Branch

866 Muddy Branch Road, Gaithersburg, MD 20878

Olney

17825 Georgia Avenue, Olney, MD 20832

Poolesville

19710-D Fisher Avenue, Poolesville, MD 20837

Potomac

10132 River Road, Potomac, MD 20854

Seneca Meadows

20680 Seneca Meadows Parkway, Suite A-2, Germantown, MD 20876

Silver Spring

8715 Colesville Road, Silver Spring, MD 20910

Walnut Hill

16535 S. Frederick Road, Gaithersburg, MD 20855

Westwood

5432 Westbard Avenue, Bethesda, MD 20814

Wheaton

11405 - 11407 Georgia Avenue, Wheaton, MD 20902

White Oak

11239 New Hampshire Avenue, Silver Spring, MD 20904



2024

JANUARY

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25	26	27	28	29	30	31

SEPTEMBER

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

OCTOBER

S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

NOVEMBER

S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

DECEMBER

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				



Alcohol Beverage Services
Division of Licensure, Regulation and Education
Montgomery County, Maryland
201 Edison Park Drive
Gaithersburg, MD 20878
Phone: 240-777-1999
TTY: Maryland Relay 7-1-1
Email: ABSLicensing@MontgomeryCountyMD.gov

ID Tips

- ✓ ALWAYS ask for an ID
- ✓ NEVER accept an expired ID card
- ✓ READ AND LOOK at the photo on the ID
- ✓ VERTICAL IDs are issued to persons under 21
- ✓ A VERTICAL ID should be a **RED FLAG!**
Stop, check again, and ask questions
- ✓ ACCEPTABLE forms of ID:
 - State issued driver's license
 - State issued MVA ID card
 - Military ID
 - Passport
 - Immigration card/green card



If you weren't born on or
before TODAY'S DATE in

2002

then you CAN'T buy ALCOHOL or TOBACCO.
You must be 21 to purchase alcohol or tobacco.